

INFOTYPE OVERVIEW FOR EMPLOYEE

There is often the need to have an overview of all the data that has been captured for an employee. Usually end users will use *PA10* (Personnel File) or *PA20* (Display Master Data) to meet this requirement.

However, while *PA10* contains all the data captured against an employee, it can be very tedious to use as one can only browse through the Infotypes in sequential order. Very few end users actually use this Transaction Code.

In the case of *PA20*, an end-user has to select each individual infotype first and then drill down into the detail. The end-user does not really get an overview of the data captured for that employee unless they are prepared to work their way meticulously through numerous screens.

Standard security applies to this report. For example, if you do not have access to IT 0009 – Bank details, you will not see it in this report either.

The following roles will have access:

- HR Data Maintainer
- HR Director Display
- HR Data Approver
- Payroll Admin

The transaction code (**PC00_M02_LINF0**) for this report **is not on the standard SAP menu**. The best way to use this transaction code is to create a folder in your Favorites folder for reporting and insert the T-Code.

STEP-BY-STEP INSTRUCTIONS FOR RUNNING THE REPORT

1. Enter the Transaction Code **PC00_M02_LINF0** in the Command field and press or click Enter. The selection screen will display.

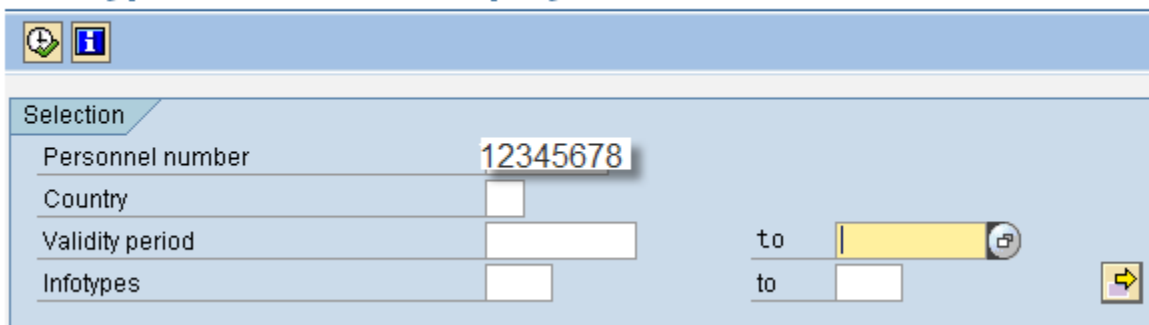
Infotype Overview for Employee

Selection			
Personnel number	<input type="text"/>		
Country	<input type="text"/>		
Validity period	<input type="text" value="01/01/1800"/>	to	<input type="text" value="12/31/9999"/>
Infotypes	<input type="text"/>	to	<input type="text"/>

NOTE:

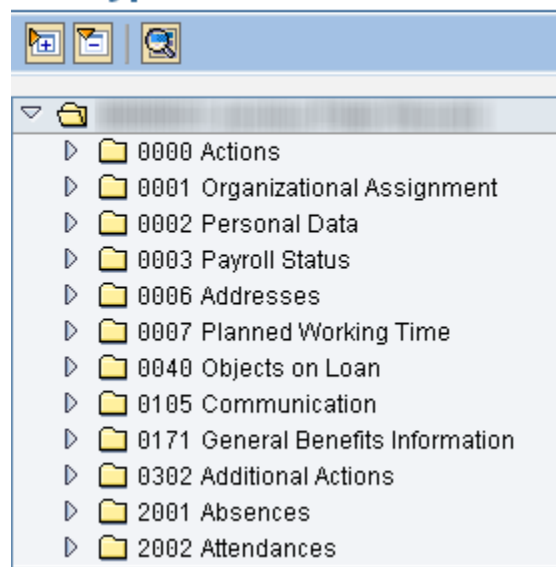
- You can only run it for one employee at a time.
 - Other parameters include country (USA), validity period (if left open it will select the widest period as default – see screen above), and Infotypes (you can make a selection or leave open to select all).
2. Make the necessary selections. Usually you will run the report for one employee for all Infotypes as in the example below.

Infotype Overview for Employee




3. Click  (Execute). The Infotype Overview screen is displayed.

Infotype Overview



A complete list of Infotypes maintained for the employee is displayed, each presented in its own folder.

4. If you want to look at individual Infotypes, you can expand the folder by clicking on  (noted) next to folder for the infotype.

Infotype Overview

12345678	Ima Em Ployee	
0000	Actions	
	05/11/1992 - 11/30/2007	Last modification: 12/04/2007 through IAHDTO
	12/01/2007 - 06/30/2008	Last modification: 07/11/2008 through Ima Data Owner
	07/01/2008 - 12/31/9999	Last modification: 07/11/2008 through Ima Data Owner
0001	Organizational Assignment	
0002	Personal Data	
0003	Payroll Status	
0006	Addresses	
1	Permanent residence	
4	Emergency contact	
0007	Planned Working Time	

NOTE:












- You will see all the individual records for this employee (Ima Em Ployee), their validity dates and who changed them (see IT 0000 Actions as example above).
- When an infotype has subtypes, each subtype is displayed in its own folder (see IT 0006 above - two subtypes maintained, 1 & 4). You have to expand them further to see the actual records – see below.


87654321	Robert Bob Robertson	
0000	Actions	
0001	Organizational Assignment	
0002	Personal Data	
0003	Payroll Status	
0006	Addresses	
1	Permanent residence	
	12/01/2007 - 12/31/9999	Last modification: 12/11/2007 through JEDOE
4	Emergency contact	
	09/28/2008 - 12/31/9999	Last modification: 09/28/2008 through Jayne E Doe

5. To look at the detail of each infotype you can expand all by clicking on the “expand all” button at the top of the screen or press Ctrl+Shift+F12) – as in example below. You can also use ‘collapse all (Ctrl+Shift+F12) to do the opposite action.

NOTE: This user doesn't have access to this employee. When they try to open the line it gives this message

No read authorization for Actions at Personnel number 87654321

Infotype Overview			
  			
87654321 Ima State Employee			
0000 Actions			
 05/11/1992 - 11/30/2007	Last modification: 12/04/2007 through	JEDOE	
 12/01/2007 - 06/30/2008	Last modification: 07/11/2008 through	Jayne Doe	
 07/01/2008 - 12/31/9999	Last modification: 07/11/2008 through	Jayne Doe	
0001 Organizational Assignment			
 05/11/1992 - 11/30/2007	Last modification: 12/04/2007 through	JEDOE	
 12/01/2007 - 06/30/2008	Last modification: 07/11/2008 through	Jayne Doe	
 07/01/2008 - 12/31/9999	Last modification: 07/11/2008 through	Jayne Doe	
0002 Personal Data			
 02/15/1961 - 12/31/9999	Last modification: 12/12/2007 through	JEDOE	
0003 Payroll Status			
 01/01/1800 - 12/31/9999	Last modification: 04/27/2009 through	Mike Michaels	
0006 Addresses			
1 Permanent residence			
 12/01/2007 - 01/02/2008	Last modification: 12/05/2007 through	Ima Employee	
 01/03/2008 - 12/31/9999	Last modification: 01/03/2008 through	Ima Employee	
4 Emergency contact			
 01/03/2008 - 12/31/9999	Last modification: 01/03/2008 through	Ima Employee	
0007 Planned Working Time			
 05/11/1992 - 11/30/2007	Last modification: 12/04/2007 through	JEDOE	
 12/01/2007 - 12/31/9999	Last modification: 12/05/2007 through	JEDOE	
0008 Basic Pay			
0 Basic contract			
 12/01/2007 - 06/30/2008	Last modification: 07/11/2008 through	Jayne Doe	
 07/01/2008 - 12/31/9999	Last modification: 08/01/2008 through	Samantha Samuels	
0009 Bank Details			
0 Main bank			
 12/01/2007 - 12/31/9999	Last modification: 12/06/2007 through	JEDOE	
0014 Recurring Payments/Deductions			
1410 Temporary IRA/CPA			
 01/01/2008 - 12/31/2008	Last modification: 04/24/2008 through	Paula Paulssen	
2200 401K Loan			
 12/01/2007 - 12/31/9999	Last modification: 12/05/2007 through	JEDOE	
0021 Family Member/Dependents			
1 Spouse			
 12/01/2007 - 12/31/9999	Last modification: 12/12/2007 through	Marcus Marks	
2 Child			
01			
 12/01/2007 - 12/31/9999	Last modification: 12/31/2007 through	Rich Richards	

6. To see the detail of a specific infotype (e.g. IT0001), double-click the infotype or select it and click  at the top of the screen. The system will display the detail screen (same as PA20 – Display Master Data) see below.

Display Organizational Assignment (0001)

Org Structure			
Personnel No	87654321	Name	Ima Em Ployee
EEGroup	A	SPA Employees	PersA 1401 State Controller
EESubgroup	A1	FT N-FLSAOT Perm	Statu Active
Start	05/11/1992	to	11/30/2007
Chng	JEDOE		

Enterprise structure			
CoCode	NC01	STATE OF NC	
Pers.area	1401	State Controller	Subarea NC01 7day Norm
Cost Ctr			Bus. Area 1400 Office of the State Controller
			Fund 149999999 OSC-SUSPENCE A
Func. Area	600000000000000001	General Government	

Personnel structure			
EE group	A	SPA Employees	Payr.area 99 Non-payroll-relevant
EE subgroup	A1	FT N-FLSAOT Perm	Contract

Organizational plan	
Percentage	100.00
Position	99999999 Integration: default posi
Job key	00000000
Org. Unit	00000000
Org.key	1401